

Standard operating procedure for record keeping in a Lab Journal

Obtaining and preparing the Lab Journal

- Everybody performing experimental work has received a personal Lab Journal.
- The cover of your Lab Journal should provide the following information:
 - A) The name of the experimenter
 - B) The title of the study/project
 - C) The starting date and eventually the date of finalization of the Lab Journal.

Record keeping: general instructions

- All pages are numbered before starting to use the Lab Journal.
- The first 4 pages are reserved for a Table of Contents of the experiments (with page numbers)
- The language used in the Lab Journal is English.
- The header of the description of every new experiment contains a title and the date.
- The experimental protocol has to be clearly depicted. If you used standardized paper forms, then the form has to be transferred or copied and pasted into the Lab Journal.
- Every single step of the experiment has to be described with such detail, that an external reader from the group could fully reproduce the experiment.
- If applicable, you can refer to the protocols and descriptions of previous experiments in the same Lab Journal with the respective page numbers.
- When referring to previous descriptions or protocols, EVERY single modification or exception has to be noted accurately and completely!
- All incidents, unusual percepts, any subject discomfort, interference (noise, etc.), results and conclusions have to be written down in a clear, transparent, and reproducible way.
- Also experiments that failed, or had to be aborted, need to be fully included in the Lab Journal, with a clear explanation (or suspicion) of what may have caused the failure, or abortion.
- It is strictly forbidden to remove pages, or to take the Lab Journal home.
- Subjects who participate in an experiment are noted in a unique **anonymous code** in the Lab Journal (e.g., S-1, P-10, NH-6, CI-3, HA-5, etc.). The identification of the real subject's name (and other relevant information), will be stored in a separate log-file, which is kept at a secure location elsewhere, and is not accessible to outsiders (Privacy Protection of human subjects and patients). The name of this file is written down in the first pages of your Lab Journal.

Data

- Write down the names and location of all data files that are connected to a given experiment and subject.

Control system

- The daily supervisor will regularly check the Lab Journal, and provides feedback, if needed.
- The daily supervisor will place her/his signature underneath the last page that was checked. If needed, shortcomings will be immediately discussed with the experimenter.
- At regular intervals, Lab Journals will be checked for compliance with the rules by the staff.

Storing the Lab Journal

- Finalized Lab Journals that are not directly relevant for ongoing studies, are handed in to the secretary of Biophysics (J. Fontaine), and will be centrally archived.
- After an experimenter finalized the Lab Journal, the Journal needs to be scanned and electronically stored. Only one digital file per Lab Journal will be kept for at least 5 years.